



# Web Enabled Safety System



## **WESS** ***Module*** ***10***

## **Printing** **Reports**






# Report "Printing" in PDF Format

**Generating a Report:** WESS uses Adobe Acrobat software to generate a report in the format outlined in OPNAVINST 5102.1D. The "Printable" reports are produced in Adobe PDF format. These files may be printed in hard copy or saved locally as PDF files. It is highly recommended that copies be generated and retained prior to

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

 **WESS**  
Naval Safety Center

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**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Notifications](#)
- [BASH](#)
- [Feedback Form](#)
- [Return home](#)
- [Logout](#)

[Data Retrieval \(JReport\)](#)  
[Pre-formatted Reports](#)  
[Custom Reports](#)

**Not for Aviation 3750 Mishap Reports**  
This function will be released January 2006

**Your Existing Reports**

**Drafts**

Delete	Ser/#	Date	Description
<input type="checkbox"/>	04-001	1 June 2004	Bad Outcome

**Approval Needed**

Ser/#	Date	Description
-------	------	-------------

**Release Pending**

Ser/#	Date	Description
1086100869622	22 May 2004	SNM INJURED BACK

**Release Action Needed**

Ser/#	Date	Description
-------	------	-------------

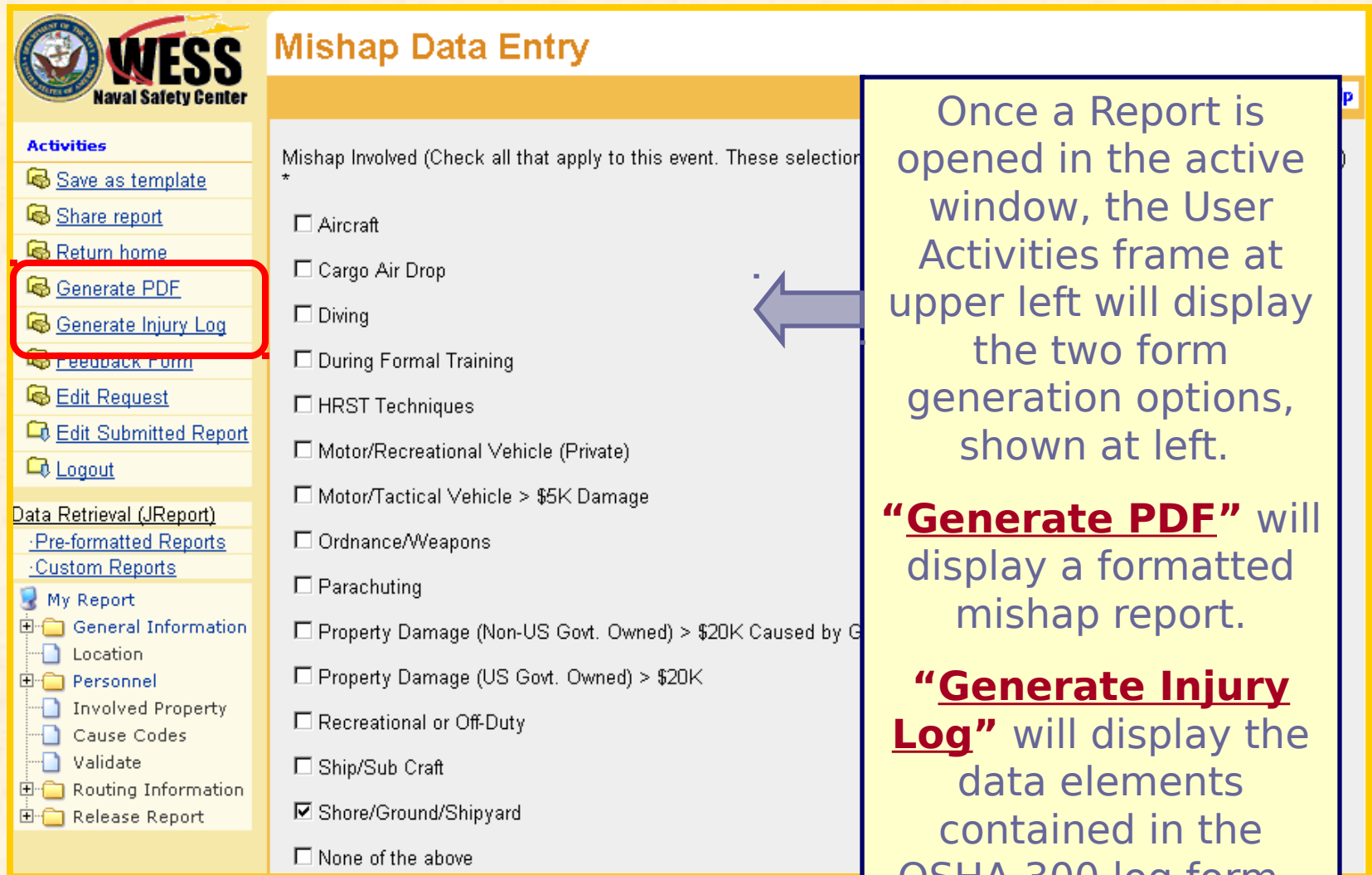
**Endorsement Needed**

Ser/#	Date	Description
-------	------	-------------

[Help](#)

In the initial WESS User Environment Screen, click the **Event Serial Number** of the Report you wish to print. This will open the report and display a different User **Activities** frame. An example is shown on the next slide.

# “Printing” a Report



**WESS**  
Naval Safety Center

**Activities**

- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [Edit Request](#)
- [Edit Submitted Report](#)
- [Logout](#)

**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)

**My Report**

- General Information
  - Location
- Personnel
  - Involved Property
  - Cause Codes
  - Validate
- Routing Information
- Release Report

**Mishap Data Entry**

Mishap Involved (Check all that apply to this event. These selections are required.)

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☐ During Formal Training
- ☐ HRST Techniques
- ☐ Motor/Recreational Vehicle (Private)
- ☐ Motor/Tactical Vehicle > \$5K Damage
- ☐ Ordnance/Weapons
- ☐ Parachuting
- ☐ Property Damage (Non-US Govt. Owned) > \$20K Caused by G
- ☐ Property Damage (US Govt. Owned) > \$20K
- ☐ Recreational or Off-Duty
- ☐ Ship/Sub Craft
- ☒ Shore/Ground/Shipyard
- ☐ None of the above

Once a Report is opened in the active window, the User Activities frame at upper left will display the two form generation options, shown at left.

**“Generate PDF”** will display a formatted mishap report.

**“Generate Injury Log”** will display the data elements contained in the OSHA 300 log form.

# "Printing" a Report



## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

### Involved Person - General Information (page 1)

[Help](#)

**Activities**

- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [Logout](#)

**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)
- My Report**
  - [General Information](#)
  - [Location](#)
  - [Personnel](#)
  - [Involved Property](#)
  - [Cause Codes](#)
  - [Validate](#)
  - [Routing Information](#)
  - [Release Report](#)

Last Name \*

First Name \*

Middle Initial


SSN  Format is 123-45-6789

DOB

\* Required field must be entered before moving to next screen

These Options may be Selected and a PDF generated at any point in the data entry process and from any location within a draft report. This is useful when doing a QA review of a draft before routing or release.

# Completed Report Options



## WESS Report Data Entry Complete - Thank You

[▶ Help](#)

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

STEP 1: [Click here to validate your report](#)

STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)

STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: Release Or Route Your Report

[Route To Chain Of Command](#)

-- OR --

[Release Report to Safety Center](#)

Go Anywhere From Here!

[Reject your report](#)

[Delete your report](#)

[Generate PDF](#)

[Save as template](#)

[Injury Log](#)

[Feedback Form](#)

[User Guide](#)

[Return Home](#)

**Activities**

- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [Logout](#)

**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)

**My Report**

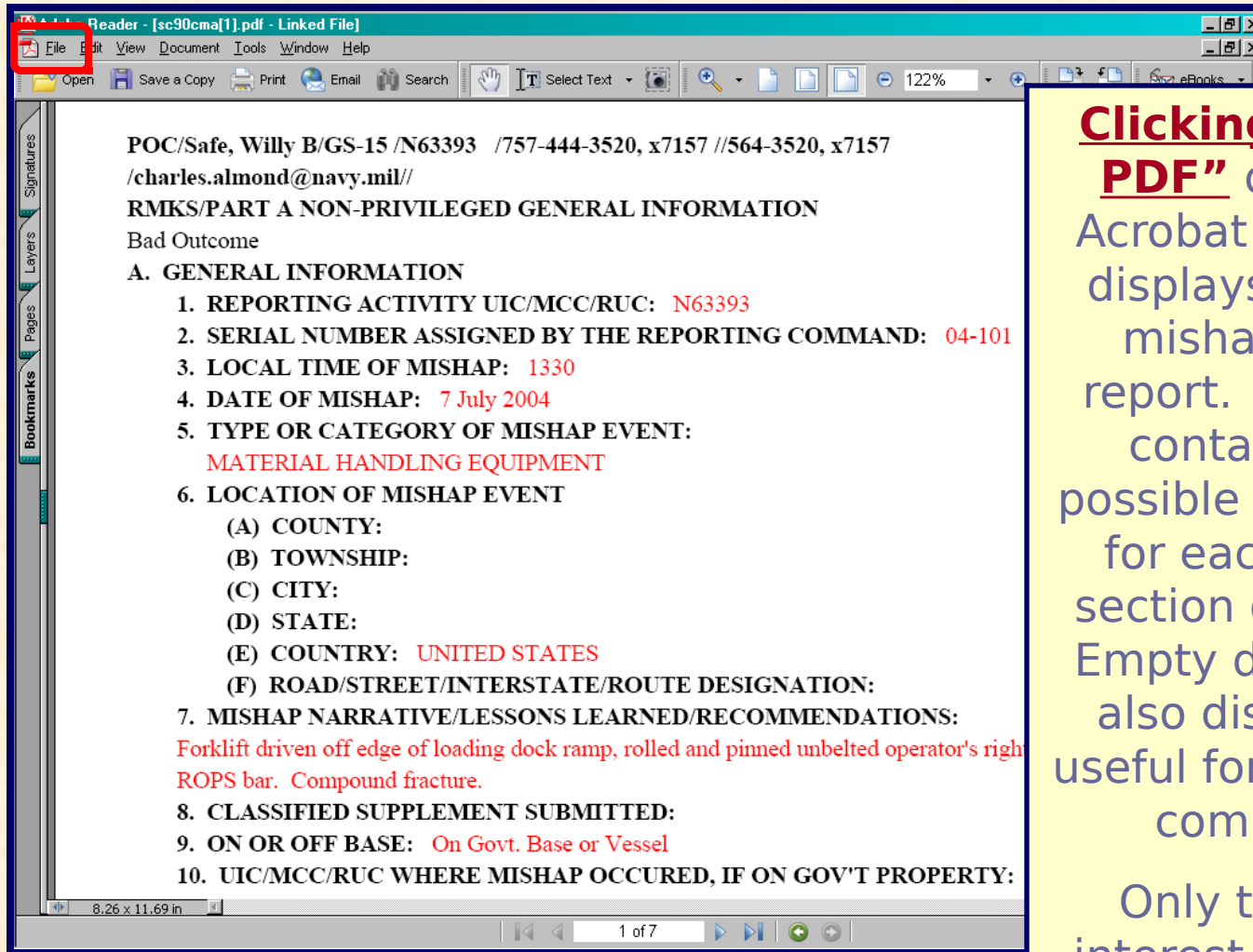
- [General Information](#)
- [Location](#)
- [Personnel](#)
- [Involved Property](#)
- [Cause Codes](#)
- [Validate](#)
- [Routing Information](#)
- [Release Report](#)

The Report "Print" options are also available on the **Data Entry Complete** screen. Electronic or printed hard copies of **both** the report and the OSHA 300 Log should be retained, prior to routing or release of the report.





# PDF-Formatted Mishap Report

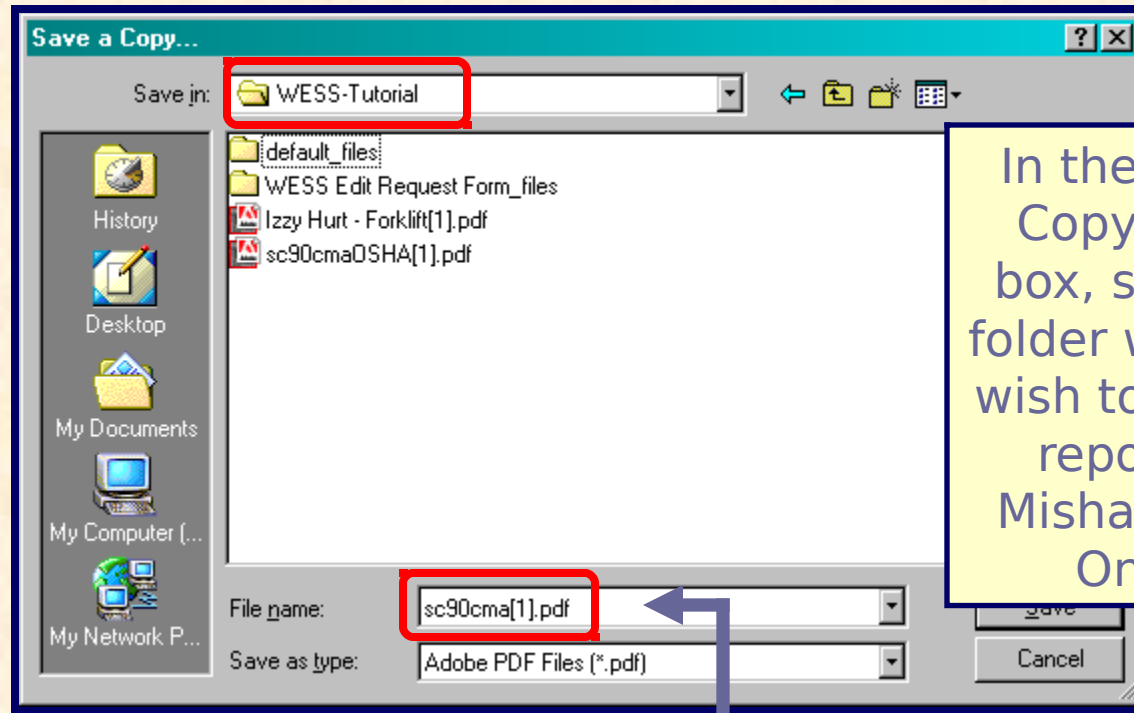


**Clicking “Generate PDF”** opens Adobe Acrobat Reader® and displays a formatted mishap or hazard report. The form will contain all of the possible data elements for each applicable section of the report. Empty data items will also display. This is useful for QA review for completeness.

Only the pages of interest actually need

Clicking “File” & “Save/Save As” displays a “**Save as Copy**” dialog box.

# Saving a PDF Report Record



In the “Save a Copy” dialog box, select the folder where you wish to save the report, e.g. Mishaps-FY04-OnDuty.

WESS will automatically name the PDF file to avoid inadvertent naming errors or overwritten files. The default file name will include the **WESS User ID** and an **[Auto-number].pdf**

Of course, you may name and save the file using your local event serial number or any other naming convention of your choice (except SSN).



# OSHA Injury & Illness Log

Adobe Reader - [sc90cmaOSHA[1].pdf - Linked File]

File Edit View Document Tools Window Help

Open Save a Copy Print Email Search Select Text 100% eBooks

WORK-RELATED INJURY AND ILLNESS LOG  
(OSHA FORM 300 EQUIVALENT)

A Work-Related Injury and Illness Log is required for all shore, ground, and afloat activities to track personnel mishaps. Data for all of the following fields are collected by WESS. The log, with the following fields in a pre-formatted report, may be printed out or downloaded from WESS, keeping civilian and military personnel as separate logs.

1. CIVILIAN/MILITARY SERVICE: DoD Civilian
2. LOCAL CASE OR FILE NUMBER: 04-101
3. UIC/RUC/MCC: N63393
4. ACTIVITY NAME: NAVAL SAFETY CENTER NORFOLK VA
5. NAME: HURT, IZZY
6. SEX: male
7. AGE: 24
8. JOB TITLE: FORK LIFT OPERATING
9. RANK/RATE/GRADE:
10. MISHAP DATE: 7 July 2004
11. TIME OF MISHAP: 1330
12. MISHAP LOCATION: STORAGE AREA -
13. NARRATIVE: Forklift driven off edge of loading dock ramp, rolled and pinned unbelted operator's right leg under ROPS bar. Compound fracture.
14. TOTAL DAYS AWAY FROM WORK/LOST WORK DAYS: 5
15. TOTAL DAYS OF JOBS TRANSFER OR RESTRICTED FROM WORK: 5
16. OSHA CODE: INJURY
17. BODY PART(S):  
(A) MULTIPLE LEG(S) LOCATIONS
18. MISHAP TYPE:  
MATERIAL HANDLING EQUIPMENT

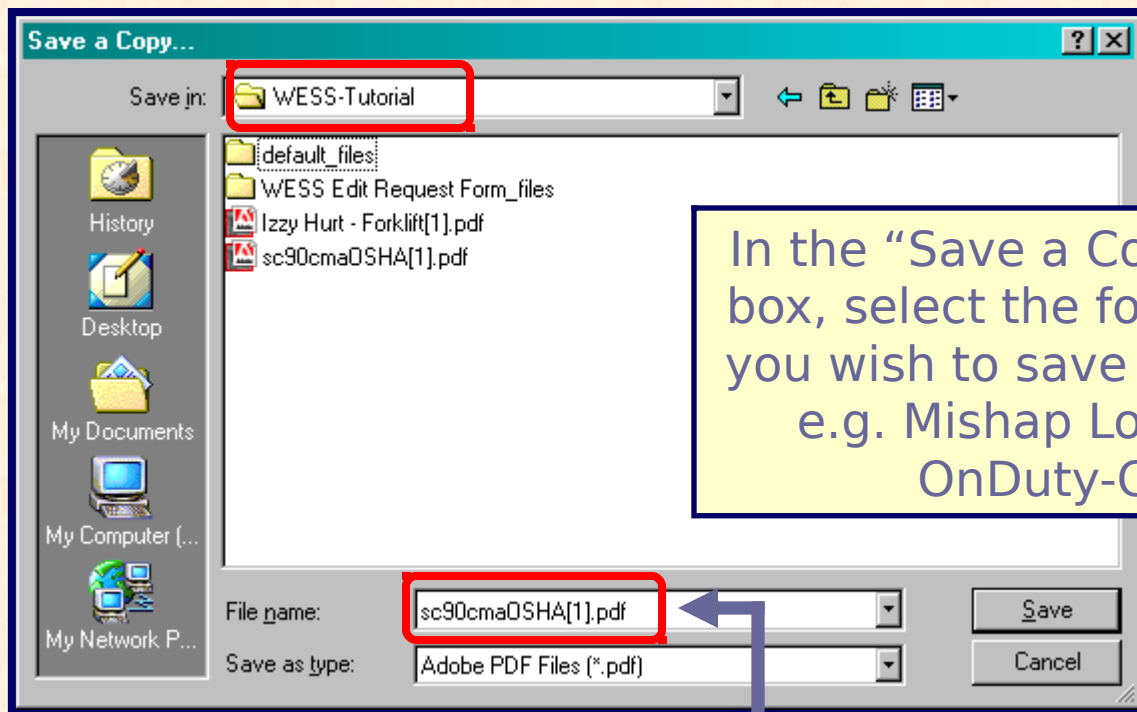
8.26 x 11.69 in 1 of 2

Clicking  
**“Generate Injury Log”** will display the data elements contained in the Injury and Illness Log, OSHA Form 300.

Again, these one page forms may be printed in hard copy or saved electronically as PDF files by clicking on File, “Save/Save As”.



# Saving a PDF I&I Log Entry



In the “Save a Copy” dialog box, select the folder where you wish to save the report, e.g. Mishap Log-FY04-OnDuty-CIV.

WESS will automatically name the PDF file to avoid inadvertent naming errors or overwritten files. The default file name for each log entry record will include the:

**WESS User ID, “OSHA” and an [Auto-number].pdf**

Of course, you have the option to rename the file, as you wish.



# Note Re: OSHA 300 Format

JReport DHTML - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

Report Edit View Navigation

Select Skin

1 of 1 Drill To Drill Value None 75%

**Log of Work-Related Civilian Injuries and Illnesses (OSHA's Form 300)** **N63393** 08/03/2004  
Page 1 of 1

Case No.	Employee's Name Job Title	Date of Injury or Onset of Illness	Where the Event Occurred	Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill	Death	Days Away From Work	Injury or Illness Type	Claim Denied
N63393 04020001	INVENTORY MANAGEMENT	02/17/2004	OFFICE BUILDING COMPUTER ROOM CODE 04	SPRAINS, STRAINS, TEARS LUMBAR REGION OVEREXERTION IN LIFTING OPTICAL SCANNERS			OCCUPATIONAL INJURIES	
N63393 04020002	MATHEMATICAL STATISTICIAN	02/24/2004	STREETS CODE 60	CUTS, ABRASIONS, BRUISES MULTIPLE BODY PARTS FALL TO FLOOR, WALKWAY, OR OTHER SURFACE PARKING LOTS			OCCUPATIONAL INJURIES	
N21524 04030001	DOE, JOHN GS NEC	03/15/2004	LADDER	BRUISES, CONTUSIONS INTERNAL ABDOMINAL LOCATION, N.E.C.	X	3	OCCUPATIONAL INJURIES	

N63393  
N22193

The PDF log printout, discussed in this module, contains the required data elements for one log entry only. For a full log printout in the format of the **OSHA 300 Form**, refer to Module 13-A regarding JREPORTS. The OSHA 300 format as shown above is accessible as a standardized report through the **JREPORTS®** data retrieval tool.



# What is a “Community of Interest”?

To learn about sharing Mishap Reports, “Near Misses” or Hazard Reports with others,

[Continue to Module 11](#)



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